

# Register a Foreign LLC in the Clerk's Information System

A Foreign Limited Liability Company (i.e. organized or existing under the laws of a state or jurisdiction other than Virginia) may not transact business in Virginia until it obtains a certificate of registration from the State Corporation Commission. This how-to guide will walk you through registering a Foreign LLC in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

**NOTE:** Past SCC eFile account credentials **will not** work in CIS. If you do not already have an SCC CIS account, you will need to create one before you get started by clicking the green **Register** button on the CIS homepage.

1 Log on to CIS at [cis.scc.virginia.gov](https://cis.scc.virginia.gov)

2 Click **Online Services** on the top left

3 Under Business Entities, click **New Businesses**

4 Select the Foreign Entity button. Select **Limited Liability Company** from the dropdown. The system will automatically take you to the next step once the selection is made.

5 If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 9.  
*Note: reserving a name is not required*

6 Enter the **Reservation ID** and **Reservation PIN**

*Note: The ID and PIN can be found in the "Application for Reservation of Name Acceptance" letter located in the **Correspondence** dropdown on your dashboard*

7 Click **Search**

8 Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right. Jump to Step 12.

Reservation ID	Entity Name	Expiration Date
11064517	CIS Online, LLC	10/14/2020

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9 If you have not reserved a name, you must check that your proposed name is available and acceptable. Click the radio button next to **No**

10 Enter an **Entity Name** and click **Check Availability**

11 Once the system indicates the name is available and acceptable, click **Next**

12 Enter the **Entity Email Address** and **Contact Number**

13 Choose an **Industry Code** from the **Business Type** drop-down

*Note: Most select "0 - General"*

14 Under **Duration**, select if the entity is intended to exist forever (perpetual) or enter the date it will end

*Note: Most select "Perpetual"*

15 Select the **Jurisdiction Country** and **State** where your business was originally formed

16 Enter the **Date** that your business was formed

17 Indicate the Name category that you will be using to register your business in Virginia

**A** Select **option A** if no changes to your business name are required

**B** Select **option B** if the only change to your business name will be the inclusion of an identifier (i.e. "LLC")

**C** Select **option C** if you will be using a different name to register your business in Virginia

*Note: This option is most commonly used when your business name is not available*

Enter the **True Name** of your business as it appears on official documents in the state in which you formed the LLC

18 Click **Next**

**ENTITY NAME CHECK**

The entity name must be entered exactly as it appears in the entity's articles or amended articles, including abbreviations, symbols, upper and lower case letters, and punctuation. Differences between the entered name and the name in the articles may result in the submission being returned for correction or an incorrect entity name in the records of the Clerk's Office.

E.g. THE TEST ENTITY, INC. does not have the same case style and punctuation as The Test Entity Inc.

Do you have a name reserved? ☐ Yes ☒ **No** 9

Entity Name: UserGuideComp, LLC 10

**Check Availability** Clear

The Name is Available

Back Next 11

**APPLICATION FOR A CERTIFICATE OF REGISTRATION**

**Entity Information**

Entity Name: UserGuideComp, LLC Entity Type: Limited Liability Company

Entity Email Address: 12 Contact Number: 13

**Business Type**

Industry Code: 0 - Gen 13

**Duration**

☒ Perpetual (forever) 14  
☐ Period of Duration will end on this date:

**Jurisdiction of Formation and Date of Formation**

Jurisdiction (Country): United States 15  
Jurisdiction (State): -- Select --  
Date of Formation: 16

**Name**

☒ Name in jurisdiction of formation, with no additions or changes. A  
☐ Name in jurisdiction of formation, with identifier. B  
☐ Designated Name C

Add True Name: C

Back 18 Next

# Register a Foreign LLC

- 19** If the Registered Agent (RA) will be an Individual, check the **Individual** button. You can search for an existing RA or create a new individual RA.

**Registered Agent Information**

Registered Agent Search

Type: ☒ Individual ☐ Entity

First Name:

Middle Name:

Last Name:

Suffix: -- Select --

**1A** Search **-OR-** **2A** Create Individual RA

**To search for an existing RA:**

**1A** Enter their **Last Name** and click **Search**

**1B** Under **Search Results**, click the radio button next to the desired RA's name

**1C** Select the **RA Capacity** from the drop-down menu

**1D** Review and confirm all fields marked with an asterisk (\*) are filled in

**1E** Click **Next**

**Update Registered Agent Information**

RA Capacity:

Type: Individual

First Name:  Middle Name:

Last Name:  Suffix:

Registered Agent Office Address

Address Line 1:  Address Line 2:

Country:  Zip Code:

City/Town:  State:

Locality:  Email Address:

**1E**

**To create a new Individual RA:**

**2A** Click **Create Individual RA**

**2B** In the pop up window, complete fields marked with an asterisk (\*)

**2C** Click **Done**

**2D** Review the **Registered Agent Information** and the **Registered Agent Office Address**

**2E** Click **Next**

**New Registered Agent**

RA Capacity:

Type: Individual

First Name:  Middle Name:

Last Name:  Suffix:

Registered Agent Office Address

Address Line 1:  Address Line 2:

Country:  Zip Code:

City/Town:  State:

Locality:  Email Address:

**2C** Done Cancel

- 19** If the Registered Agent (RA) will be an entity, check the **Entity** button.

**1A** Enter the **Entity Name** or the **Entity ID** and click **Search**. Continue with step **1B** above

**New Registered Agent**

RA Capacity:

Type: Individual

First Name:  Middle Name:

Last Name:  Suffix:

Registered Agent Office Address

Address Line 1:  Address Line 2:

Country:  Zip Code:

City/Town:  State:

Locality:  Email Address:

**2E**

- 20** Enter the **Principal Office Address** information. Complete all fields marked with an asterisk (\*)

**21** Click **Next**

**Principal Office Address**

Attention:

Address Line 1:  Address Line 2:

Country:  Zip Code:

City/Town:  State:

**21** Next

# Register a Foreign LLC

22 Enter the **Entity Name** or **Entity ID** to check if the entity was previously registered in Virginia.

23 Click **Search**. If no results appear, **jump to step 25**

24 If an entity appears in the search results, select the button and click **Add Entity**. DO NOT select the green Entity name.

25 Click **Next**

26 Click **Attach** to upload your documents

## Required Documents:

- A certified or otherwise authenticated copy of the **LLC's articles of organization**
- **All amendments** filed in the jurisdiction of organization

27 **OPTIONAL:** To use an uploaded document as **the filing image**, instead of the information entered on the form, check the button

28 Click **Next**

29 Indicate if you are signing as an **Individual** or **On behalf of Business Entity** by checking the appropriate radio button

30 Complete all fields with an asterisk (\*) in the **Signature Information** section

31 Click **Add**

32 Click **OK** in the pop up box

33 The signature information will populate. Click **Next**



# Register a Foreign LLC

- 34 Review each section of the **Application for a Certificate of Registration** and make any edits, as necessary
- 35 Click **Go to Payment Details** on the bottom right
- 36 Select the **Processing Option** for your filing and click **Add to Shopping Cart**

**PAYMENT DETAILS**

Document Fees	Fee
Document Type	
Application for a Certificate of Registration	\$100.00
<b>Processing Options</b>	
<input type="radio"/> Same Day	\$200.00
<input type="radio"/> Next Day	\$100.00
<input checked="" type="radio"/> Regular	\$0.00
<b>Document Total</b>	<b>\$100.00</b>

Back Add to Shopping Cart

**REVIEW OF APPLICATION FOR A CERTIFICATE OF REGISTRATION**

Entity Name: UserGuideComp, LLC Entity Type: Limited Liability Company

Entity Email Address: Contact Number:

**Business Type**

Industry Code: 0 - General

**Duration**

Perpetual (Forever)

**Jurisdiction of Formation and Date of Formation**

Jurisdiction (Country): United States  
Jurisdiction (State): Florida  
Date of Formation: 11/19/2019

**Name**

Name in jurisdiction of formation, with no additions or changes:

**Registered Agent Information**

Type: Entity

Name: Address: Email:

Registered Agents Inc. 609 N 30th St, Richmond, VA, 23223-0000 USA

**Principal Office Address**

Address: 340 Skycrime Blvd, Miami, FL, 33132 USA

**Previous Registrations**

Entity ID Name Name Type Jurisdiction Status Status Date

No records to view.

**Upload Attachments**

File Name: BE14295612-14589641-REC (1).pdf

**Signature Information**

Printed Name: Signature: Title:

Online User Online User Tender

Back Go to Payment Details

- 37 Review items listed in Shopping Cart and click **Checkout**

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Document Type	Entity Name	Created Date/Time	Fee	Action
Application for a Certificate of Registration	UserGuideComp, LLC	06/17/2020 12:05 PM	\$100.00	

Grand Total: \$100.00

Checkout Add Another Filing

- 38 Click **Go to Payment**

**CHECKOUT**

Document Type	Entity Name
Application for a Certificate of Registration	UserGuideComp, LLC

Go to Payment

**Confirmation**

I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitting and confirm the information is accurate and complete. After a filing is completed, inaccurate information can only be corrected by making an additional filing, which will require the payment of additional fees in most cases. If you do not receive a confirmation page, please use the Feedback button on the home page to let us know.

I Agree Close

- 39 Read the statement in the pop up window and click **I Agree** to continue

- 40 Enter your **Billing Address** and **Payment Information**, completing All fields with an asterisk (\*). You must complete the **Captcha** field.

Agency Amount \$75.00  
LexisNexis Service Fee \$0.00  
Total Amount \$75.00

**Billing Address**

ADDRESS TYPE

☒ Domestic (US and Puerto Rico) ☐ Military (APO/FPO) ☐ International (including Canada, Mexico)

Billing First Name\*  
Billing Last Name\*  
Billing Zip Code\*  
Billing Address Line1\*  
Billing Address Line2\*  
Billing City\*  
Billing State\* AL  
E-mail\*  
Confirm E-mail\*  
Phone Number\* (999) 999-9999

**Payment Information**

PAYMENT TYPE

☒ Credit Card ☐ Personal Check ☐ Business Check

Card Number\*  
Expiration Month\*  
Expiration Year\*  
Security Code\*  
We've provided this sample credit card to assist you in finding the security code.  
Captcha\* 4bhc  
Enter Captcha

Cancel Continue

- 41 Click **Continue**

- 42 Check the **Acknowledgement** radio button and click **Pay Now**

Note: Do not close the browser window

- 43 You will be directed to a confirmation screen

Agency Amount \$75.00  
LexisNexis Service Fee \$0.00  
Total Amount \$75.00

**Billing Address**

Billing First Name: Jane  
Billing Last Name: Doe  
Billing Zip Code: 23219  
Billing Address Line1: 123 Any Street  
Billing Address Line2:  
Billing City: Richmond  
Billing State: VA  
Billing Country: United States of America  
E-mail: jane.doe@gmail.com  
Phone Number: (804) 3719733

**Payment Information**

**Credit Card**

Card Number: \*\*\*\*\*0248 (MASTERCARD)  
Expiration Date: 01/2022

**Payment Authorization**

Total Amount: \$75.00

☒ Acknowledgement

By checking this box, I am authorizing the payment of bill amount plus the LexisNexis Service Fee.

Previous Page Pay Now

**Submission Successful**

Payment Confirmation Number: 20006756

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Articles of Incorporation	User Guides, Inc.	02/12/2020 11:07 AM	\$75.00	Approved
<b>Total Paid:</b>			<b>\$75.00</b>	

A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submitters section of your dashboard.